

March 10 2025

SUPPLY OF AGENCY WORKERS (CATERING AND HOSPITALITY) TO NOTTINGHAMSHIRE COUNTY CRICKET CLUB



AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB.

We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our matchday teams, and our community programmes.

Trent Bridge, the home of Nottinghamshire County Cricket Club (the Hirer), is looking for an employment business as a matchday and event partner to supply catering and hospitality staff.

You are invited to provide a tender for the contract as shown and described below:

A contract between the Employment Business and the Hirer (Nottinghamshire County Cricket Club) for the supply of Agency Workers' services by the Employment Business to the Hirer where the Employment Business acts as an employment business (as defined in Section 13(3) of

the Employment Agencies Act 1973 (as amended) when Introducing Agency Workers for Assignments with the Hirer.

Under the contract, Nottinghamshire County Cricket Club would provide to the Employment Business details of the position which the Hirer seeks to fill, including the following:

- the type of work that the Agency Worker would be required to do;
- the location and hours of work;
- the experience, training, qualifications and any authorisation which the Hirer considers necessary or which are required by law or any professional body for the Agency Worker to possess in order to work in the position;
- any risks to health or safety known to the Hirer and what steps the Hirer has taken to prevent or control such risks;
- the date the Hirer requires the Agency Worker to commence the Assignment;
- the duration or likely duration of the Assignment.

WHAT WE WANT FROM YOU

Ensuring a member of your team is onsite to check in staff on matchdays;

Being able to supply the amount of staff we require;

Providing a list of staff names 24 hours in advance to the Club's HR team;

Where possible, service last minute requests for staff;

Ensuring all casual staff when onsite are in correct uniform to the Trent Bridge standard;

Issue of completed timesheets over to the Head of Catering or the Club's HR function as soon as possible;

Our expectation is that the employment business will provide confirmation of the identity of the Agency Worker;

Our expectation is that the employment business will provide confirmation that the Agency Worker has the necessary or required experience, training, qualifications and any authorisation required by law or a professional body to work in the Assignment;

Our expectation is that the employment business will provide confirmation that the Agency Worker is willing to work on the Assignment;

Where an Agency Worker is required by law, or any professional body to have any qualifications or authorisations to work on the Assignment, our expectation is that the employment business will take all reasonably practicable steps to obtain and offer to provide to the Hirer copies of any relevant qualifications or authorisations of the Agency Worker;

Our expectation is that the Employment Business assumes responsibility for paying the Agency Worker and where appropriate, for the deduction and payment of National Insurance Contributions and PAYE Income Tax applicable to the Agency Worker pursuant to sections 44-47 of the Income Tax (Earnings and Pensions) Act 2003.

We would expect the Employment Business to be compliant with current data protection law. All information relating to an Agency Worker to be treated by you as confidential and subject to the Data Protection Laws and is provided solely for the purpose of providing work-finding services to us.

We would expect the Employment Business to keep confidential all Relevant Terms and Conditions that we disclose to the Employment Business and not to

use such information except for the purposes of compliance with the Agency Workers Regulations.

We are committed to safeguarding and promoting the welfare of children, young people and adults and expect the same commitment from all staff, suppliers and volunteers. We are an equal opportunity employer. We celebrate diversity and are committed to building an inclusive environment for all employees. We would expect you, as a partner and supplier, to adhere to these values.

DETAILS REQUIRED IN THE TENDER:

Evidence of ability to meet our specifications (set out in “What We Want From You”, above).

Full details of rates of pay and any discounts offered.

Payment terms.

TENDERING ADVERTISEMENT, REVIEW AND AWARD

This invitation to tender will be placed on Nottinghamshire County Cricket Club’s website.

The contractor’s tender must remain open for acceptance for a period of 30 days.

Each tender will be assessed on its merits having regard to value for money and compliance with the specifications set out above.

The Hirer reserves the right not to accept any tender and will not be responsible for any costs incurred by contractors in connection with this tender process.

The successful contractor will be notified by phone.

Unsuccessful contractors will be notified by e-mail once the contract has been awarded.

Contractor to treat all information and documentation in strictest confidence and only divulge to third parties as strictly necessary to compile the tender.

TENDERING INSTRUCTIONS

- Via email to the Club’s Head of Catering (Phil.Sallis@trentbridge.co.uk)
- Date for return of tender by 5pm on 19 March 2025
- Tender returns received after the deadline may be declined.